



ERIE COUNTY PROMOTIONAL EXAM

Please refer to our internet address at: www.erie.gov

**A NON-REFUNDABLE \$20.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

Patient Safety Officer

NO. 76-176

ERIE COUNTY MEDICAL CENTER

\$87,000 - \$97,000

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF ERIE COUNTY MEDICAL CENTER. At present there is one vacancy at the Erie County Medical Center.

The eligible list resulting from this examination will not supersede currently existing promotional eligible lists for this title, if any. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

QUALIFYING EXPERIENCE FOR TAKING THE TEST: Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months immediately preceding the date of the written test in a lower level nursing position with the following:

Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Healthcare Administration or closely related health field and six years of experience as a Registered Professional Nurse at least two years of which included Joint Commission survey activities and two years of which included infection control activities.

SPECIAL REQUIREMENTS: 1.) Possession of a license and current registration to practice as a Professional Registered Nurse in New York State at time of appointment. 2.) Certification in Infection Control at time of appointment

Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

DUTIES: A *Patient Safety Officer* reviews pertinent facility data to identify the need for monitoring outcomes and determines opportunities for performance improvement that enhance the quality of care provided and safety of patients; assesses and monitors outcomes of clinical practice in relation to patient safety; recommends and facilitates the development and review of policies and procedures to improve patient safety and to implement emergency preparedness and safety strategies; coordinates the activities and improvement opportunities of the Environment of Care Committee, strategies for compliance with Joint Commission and New York State Department of Health, hospital and medical staff quality improvements and Joint Commission and NYSDOH survey and periodic performance reviews; ensures early recognition of sentinel events for immediate review and investigation; ensures compliance with accreditation standards of the Joint Commission, New York State Department of Health and all other Federal, State and local regulations and standards; monitors all surveillance activities to ensure prioritization of activities, appropriate depth of investigation, need for additional data collection, and identify other necessary actions through data analysis; develops surveillance plans for infection prevention activities and schedules of regular environmental inspections; ensures regular review of outcomes to identify potential safety risks; monitors completion of outbreak investigations using epidemiologic principles; develops reports to advise staff about the infection prevention implications of construction and renovation projects and minimization techniques; ensures regular surveillance in construction areas so additional findings are identified and acted upon timely; acts as primary contact for the New York State Department Health, including New York Patient Occurrence Reporting and Tracking System reporting; supervises job performance of the employees in assigned departments; educates others on system based causes for medical errors, communicates literature-based ideas regarding patient safety strategies; identifies and evaluates the need for staff education and directs development and presentation of programs to address needs; ensures compliance with notification of appropriate health authorities in the event reportable criteria are met; distributes the findings and recommendations of the safety program to appropriate individuals, committees, departments and units and ensures that all necessary actions to address problems are enacted.

**VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED
TO RECEIVE ADDITIONAL POINTS. (See application for more information.)**

**NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE
NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.**

**EXAMINATION DATE
MAY 14, 2011**

**SEE
REVERSE
SIDE**

**APPLICATIONS MUST BE
POSTMARKED BY
APRIL 13, 2011**

The New York State Department of Civil Service has not prepared a Test Guide for this examination. However, candidates may find information contained in the publication 'How to Take a Written Test' helpful in preparing for this examination. This publication is available online at: www.cs.state.ny.us/testing/localtestguides.cfm.

If you do not have access to the Internet, you may request a copy of the Test Guide by calling the Exams Information Desk at the Department of Civil Service in the Albany area at 518-457-6216 or outside of the Albany area toll free at 1-877-697-5627. You may request a copy of the Test Guide by email at examinfo@cs.state.ny.us.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **GENERAL PRINCIPLES OF BIOLOGY, EPIDEMIOLOGY, MICROBIOLOGY AND SANITATION:** General Principles of biology, epidemiology, microbiology, and sanitation as they relate to the cause and control of infectious diseases.
2. **INFECTION CONTROL PRINCIPLES AND PRACTICES:** These questions will be designed to test for knowledge of infection control principles and practices in particular, as well as professional nursing principles and practices in general, as they relate to the recognition, treatment, containment and control of infectious diseases.
3. **MANAGEMENT OF AN INFECTION CONTROL PROGRAM:** These questions will be designed to test for the ability to plan, implement, communicate, teach and coordinate an effective infection control program.
4. **METHODS IN RESEARCH, DATA ANALYSIS, & BASIC STATISTICS:** Methods in research, data analysis and basic statistics as they relate to the investigation, recording, reporting and control of infectious diseases.

NOTICE TO CANDIDATES: Unless otherwise noted, candidates are permitted to use quiet, hand held, solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)

(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)

INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

RATINGS REQUIRED: Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows:

Seniority: For each year of service in the classified service:

Less than 1 year.....	0 points
1 year up to 6 years.....	1 point
Over 6 years up to 11 years.....	2 points
Over 11 years up to 16 years.....	3 points
Over 16 years up to 21 years.....	4 points
Over 21 years.....	5 points

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 5 and 2.5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE. If you have applied for any other Civil Service exams for employment with New York State or any other local government jurisdiction, you must make arrangement to take all the exams at one test site.

If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518)457-7022 no later than two weeks before the test date.

If you have applied for other local government exams, call or write each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than three weeks before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the location at which you wish to take your exam(s). For this exam call (716)858-7509 or write Erie Co. Personnel Dept., 95 Franklin St, Buffalo, NY 14202.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

ELIGIBILITY FOR EXAMINATION: You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year; (c) your name is on a preferred eligible list.

NOTICE: Any person, otherwise meeting the requirements for an examination, who is laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications such persons should be title and location of their last permanent Civil Service employment.

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

****IMPORTANT APPLICATION FEE –
READ CAREFULLY****

A \$20 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.